

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 16-21

OPEN TO: Eligible Family Member (EFM) Students Ages 16-24 – All Agencies

POSITION: 2016 Overseas Seasonal Hire Program (OSHP/Summer) Positions

OPENING DATE: March 13, 2016

CLOSING DATE: April 3, 2016

WORK HOURS: Part-Time (20 hours/week) and Full-Time (40 hours/week)

SALARY: Varies – see below for details

NOTE: THIS APPOINTMENT IS ONLY FOR ELIGIBLE FAMILY MEMBER (EFM) STUDENTS AGES 16-24 WHO ARE OFFICIALLY, PHYSICALLY AND/OR GEOGRAPHICALLY RESIDENT OR ATTACHED TO THE SPONSOR'S POST OF ASSIGNMENT.

The U.S. Embassy in Amman is seeking Eligible Family Member (EFM) students for employment in country for Seasonal Hire positions over the summer employment period covering **May 15, 2016 through August 20, 2016**. All students must be available for a minimum of 4 weeks (does not have to be consecutive). Some positions may be split over the summer by more than one student. Students must begin work on the first day of the work week.

The Overseas Seasonal Hire Program (OSHP) is designed to facilitate the employment of U.S. direct-hire Eligible Family Member (EFM) students and to provide clerical and administrative support to posts abroad during the longer school breaks.

Although the OSHP is a Department of State employment program, Mission Amman collaborates to offer a unified program in which positions at any Agency under Chief of Mission Authority can advertise and fill their Seasonal Hire needs. HR in Amman will accept all applications and an employment panel will be formed to place students into positions. All EFM students can apply to the program; however, qualifying EFM students from those participating Agencies will be given priority consideration.

AVAILABLE POSITIONS:

- Title: CLO Office Assistant**

Section: Community Liaison Office (CLO)

Work Schedule: Part-time (20 hours/week) 0800-1200 and additional hours as needed. *May include weekends*

Dates: May 22, 2016 – September 1, 2016

Description: The student must be comfortable and reliable in taking groups to Cosmo, Select Foods, and other assigned orientation trips for newcomers and must have detailed familiarity with the Embassy compound, with Amman and with Jordan in general to field questions about the compound, local venues and tourist sites. The ability to maintain a high level of professionalism in phone, email and in-person interactions is necessary. As newcomers' first impressions of Embassy Amman, the student must demonstrate appropriate office etiquette at all times and be willing to assist with any and all projects to include briefings, trips, newsletter editing and CLO library organization, upkeep of bulletin boards and the production of flyers as well as handle phone and email queries in a timely and professional manner. Willingness to help watch over small children during briefings, if needed, is necessary. Other administrative rover duties as assigned by the CLO. The student must be willing to work weekends, as needed. Knowledge of Microsoft Suite of programs is required, including MS Publisher (Dardashah software). High motivation and most importantly, reliability, is critical. College student is preferred.

2. Title: GSO Housing Assistant

Section: General Services Office (GSO), Main Office

Work Schedule: Part-time (25 hours/week) 0900-1400

Dates: May 15, 2016 – August 20, 2016

Description: Student will assist during Summer Housing Make Ready Season. As part of the updating of Housing Information the student will take photos of USG homes for the welcome letter and edit, arrange and organize the photos in a housing database. The student will also measure residences for the housing database. Knowledge of Microsoft Word, Excel, Outlook, PowerPoint and the ability to type is required as well as strong attention to detail. Position is available to either a High School or College student.

3. Title: GSO Warehouse Assistant Clerk

Section: General Services Office (GSO), Warehouse

Work Schedule: Part-time (25 hours/week) 0900-1400

Dates: May 15, 2016 – August 20, 2016

Description: The student will assist with Summer Housing Make-Readies and will process Warehouse and Supply paperwork. The student will also assist in stocking the warehouse. The student should be familiar with Microsoft Word, Excel, Outlook and PowerPoint and be able to type. Must be able to lift or carry up to 25 pounds and have good attention to detail. Position is available to either a High School or College student.

4. Title: FMO Administrative Assistant

Section: Financial Management Office (FMO)

Work Schedule: Full-time (30-40 hours/week)

Dates: June 1, 2016 – August 31, 2016

Description: The student will be scanning vouchers and T&A (Time and Attendance) into an electronic database. Will also be filing, sorting and completing data entry for vouchers into a log sheet. Unnecessary documents will be shredded or destroyed by the student after being scanned into

a shared folder. The student will also be responsible for special projects as required. Very good computer skills (MS Word, Excel, Outlook, PowerPoint, etc.) along with typing skills are required. Student must be a native English Speaker and possess excellent attention to detail. Position is available to either a High School or College student.

5. Title: HRO Clerk/eOPF Project (2-3 positions)

Section: Human Resources Office (HRO)

Work Schedule: Full-time (40 hours / week)

Dates: June 1, 2016 – August 31, 2016

Clearance: Moderate Public Trust

Description: The students will electronically file current hard-paper official personnel folder (OPF) documents into electronic folders. Will scan paper personnel documents and, onscreen or in electronic folder, 'name' the documents. Will electronically direct and move each named document into designated eOPF sub-folders and will accurately store current hard-copy eOPF in retention folder. Good working knowledge and familiarity with Windows 7 and knowledge of electronic document storage is required. Good hand/eye coordination, concentration, and attention to detail are absolutely imperative. An official personnel folder (OPF) is privileged information; students must maintain utmost confidentiality. Students must be focused, attentive to detail, and understand the responsibility to which they have been entrusted. **Students selected for these positions will be required to complete an electronic security questionnaire (eQip) and be granted a Public Trust certificate.** The positions are available to High School and College students.

6. Title: RSO Assistant

Section: Regional Security Office (RSO), in non-secure area

Work Schedule: Full-time (40 hours / week) 0800-1630

Dates: May 15, 2016 – August 20, 2016

Description: The student will make multiple copies of the Emergency Action Plan (EAP) and will scan and e-file numerous Residential Security surveys into the shared drive. E-file organization, inventory assistance (Yale keys), assistance with property surveys, and the uploading of photos into a PowerPoint presentation are duties assigned to the position. The student will assist the Badging/Access Coordinator with scanning and filing and will also assist with Security Briefing sign-in through the summer season. The successful applicant must have good attention to detail, typing skills, and the ability to organize files. The ability to assist the Residential Security Coordinator with installation and alarm troubleshooting is required. Position is available to either a High School or College student.

7. Title: MGT/Office Management Assistant

Section: Management Office (MGT)

Work Schedule: Full-time (40 hours / week)

Dates: May 30, 2016 – June 30, 2016

Description: The student will be responsible for monitoring the flow (very significant) of paperwork for signatures. The duties of the position include answering the Management phone and responding to inquiries. Scheduling meetings and appointments for the Management Counselor and Management Officer is an important function of the position. The student will issue Management Notices and Announcements after Management approval and will be responsible for coordinating weekend locator information and the Duty Officer program. The selected candidate must have

strong organizational skills, be customer service orientated and have advanced interpersonal skills. Position is available to either a High School or College student.

8. Title: Mailroom Assistants (2 positions)

Section: Information Program Center (IPC)

Work Schedule: Full-time (40 hours / week) 0800-1700

Dates: June 10, 2016 – August 30, 2016

Description: Student will assist in the Mailroom receiving and sorting unclassified mail. Applicant must have ability to sort mail, be able to lift 50 pounds, and have basic computer skills. High School student is preferred.

9. Title: OBO Engineering Assistant

Section: Overseas Building Operations (OBO)

Work Schedule: Full-time (40 hours / week)

Dates: 8-12 weeks

Description: The position is available only to Civil Engineering or Architecture college students. The student will assist the OBO staff in office related administrative issues and will shadow the OBO engineers during field inspections. The position requires assisting with organizing and filing design drawing, shop drawing and submittals. Strong computer skills to assist in ACAD sketches preparation and PowerPoint presentations are required. This position will allow the student OBO Assistant great opportunities in learning the engineering trades from the ongoing construction. Only Civil Engineering and Architecture college students will be considered.

10. Title: USAID Administrative Assistant

Section: USAID – Director's Office

Work Schedule: Full-time (40 hours/week) 0800-1630

Dates: July 01, 2016 – August 30, 2016

Description: Student will assist the front office for USAID with administrative and clerical duties, including scanning documents into an electronic database, shredding and destroying unnecessary document from files, and the review and editing of documents. The student will assist in special projects like scanning and organizing business cards and will assist in the organization of VIP visits and other duties that might occur. Assistance in planning field visits and in drafting follow-up letters and other documents is a duty of the position and the student should be willing to complete other duties as assigned. The student should have computer and typing skills. College student is preferred.

11. Title: USAID Human Resources & Travel Assistant

Section: USAID – Executive Office

Work Schedule: Full-time (40 hours/week)

Dates: July 10, 2016 – August 30, 2016

Description: The student will assist the Human Resources team in filing and maintaining personnel folders, and in updating checklists for various processes. The student will create tracking sheets for FSN evaluation, residencies dates, passports, and other documents as well as complete special HR projects as required. The student will be responsible for the disposition of files and in sending HR files to warehouse as per regulations. The student will assist the Travel Team in filing and in updating Travel databases and will establish Travel Records Google sheets for data analysis.

Computer skills, the ability to organize well, filing, typing and a high level of accuracy and attention to details is required. College student is preferred.

12. Title: USAID Training Assistant

Section: USAID – EXO

Work Schedule: Full-time (40 hours/week) 0800-1630

Dates: July 31, 2016 – August 25, 2016

Description: The student will be filing training materials and other documentation and will be inputting training records into spreadsheets. The student will help in training logistics and will scan and archive documentation. The sorting of training supplies is a duty of the position. Very good knowledge of Word and Excel is required. College student is preferred.

13. Title: USAID Financial Analysis Assistant

Section: USAID – FA

Work Schedule: Full-time (40 hours/week)

Dates: July 10, 2016 – August 30, 2016

Description: The student will assist in financial analysis as well as assist in financial management and in administrative tasking. End use checks will be part of the student's portfolio. Computer skills are required and attention to detail is critical. The student should be working towards an Accounting or Business Degree. College student is preferred.

ELIGIBILITY REQUIREMENTS:

The OSHP is intended for EFM students who are officially physically and/or geographically resident or attached to the sponsor's post of assignment. Interested applicants must be willing and commit to working a minimum of four weeks during the summer months in order to be considered. Applicants for seasonal hire positions must meet all the following requirements (*Items 1 to 4*):

1. **Citizenship:** Must be a U.S. citizen.
2. **Family Member Status:**
 - Must be a family member of a USG civil, foreign, or military service member assigned to the employing post.
 - Family members attending boarding schools or universities whose *home of record* is the sponsor's post of assignment.
 - USG contractor family members who meet the eligibility criteria above, and are under COM authority and assigned to post as a family unit as "not ordinarily resident" (NOR) are also eligible to participate in the OSHP, provided that the family members are listed on official travel orders.
3. **Student Status:** must be a full- or part-time student currently enrolled in a course of study at an educational institution, college, or university, and who is registered to re-enroll in the immediate upcoming regular school term. Enrollment in an on-line program of study is qualifying. Applicants must present evidence of their student status which post will certify and include with official employment documentation.

4. **Age Requirement:** At the time of their appointment/hire, applicants must be at least 16 years of age, and can be no more than 24. To date, there has been no change or waiver to lower the age for USG seasonal appointees/hires below 16 years.

SALARY:

All salary payments will be made electronically by direct deposit (EFT) and students will need a bank account in their own name (a joint account with a parent is acceptable). As a matter of equity and fairness, the Department has established standard rates of pay for the OSHP. Much of the work to be performed during the summer months is normally of a routine clerical nature and post will employ summer hires on the 2015 FS Extended Salary Scale pay schedule (*based on a Full-time (40 hours/week), 40-hour work week*) restricted to the FP-EE/1 (minimum wage) through FP-AA levels commensurate with the candidate's education or experience. See [2016 FS Extended Pay](#) for details regarding the pay scale. The minimum qualification requirements are:

- FP-EE: High school student - \$7.25/hour
- FP-DD: High school graduate or general equivalency diploma (GED), and/or three months of clerical work experience - \$8.79/hour
- FP-CC: Meet FP-DD criteria plus 1 year of college, or 6 months of clerical work experience - \$9.88/hour
- FP-BB: Meet FP-DD criteria plus 2 years of college, or 1 year of clerical work experience - \$10.87/hour and
- FP-AA: Meet FP-DD criteria plus 3 years of college, or more than 1 year of clerical work experience - \$12.10 /hour

INSTRUCTIONS TO APPLY:

Interested applicants for the OSHP must submit their applications by the closing date of **April 3, 2016** to be given priority. Applications received after this deadline will be accepted until vacant positions are filled. All applicants must submit the following to be considered:

1. Application for Employment ([DS-174](#)); **or**
2. A current resume that provides the same information as a **DS-174**; plus
3. The date the student can begin work* and the length of time he/she will be available; plus
4. The position(s) they are applying for, in priority order; and
5. Evidence of their student status which post will certify and include with official employment documentation; and
6. Name and employing section/agency of their sponsoring family member.

***NOTE:** Students must begin on the first work day of a week: May 15, 22, 29; June 5, 12, 19, 26; July 3, 10, 17, 24.

SUBMIT APPLICATION TO:

Human Resources Office in the North Building, first floor *or* Applications can be submitted electronically through AmmanEmployment@state.gov.

CLOSING DATE FOR THIS POSITION is Thursday, April 3, 2016

The American Embassy in Amman, Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.